U.S. Department of Education Race to the Top Program

Phase 2 - Tier 1 Orientation

July 12, 2010

Overview

- Tier 1 Schedule
- Panel Discussion Process
- Finalizing Scores and Comments
- Roles and Responsibilities
- Planning for Tier 2
- Contacts

Tier 1 Schedule

Panel Discussion Schedule

Monday	Tuesday	Wednesday	Thursday
9:00am Orientation	8:30-12:00 Group B Discussion	8:30-12:00 Group C Discussion	8:00-12:00 •Reviewers check-out with Miko, return review materials and depart when complete
10:30-5:30 Group A *(Lunch Available at Noon)*	12:00-1:00 Lunch	12:00-1:00 Lunch	
	1:00-5:00 Group B TFR	1:00-5:00 Group C Finalize TRFs	

Individual Reviewer Schedule

- Use to identify order of State discussions and prepare for upcoming sessions
- Room numbers for panel discussions
- Miko will contact reviewers with any room changes
- Important Contacts

Panel Discussion Process

Documents for Panel Discussion

Panel Monitors will provide:

- A copy of your most recent scores and comments for the State being discussed
- Chart showing scores awarded by reviewers for each State

Reviewers should bring:

- Application for the State being discussed (do not bring other applications to the discussion room)
- Resources provided at June 11 and 12 training

Reviewer Score Charts
(available for each panel discussion)

Race to the Top

Panel Review by Applicant

Selection Criteria	Available	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5			
Status		Submitted	Submitted	Submitted	Re-Opened	Submitted	SD	Mean	CoV
A. State Success Factors	125	94	89	98	91	110	8.32	96.4	0.09
(A)(1) Articulating State's education reform agenda and LEA's participation in it	65	54	40	56	45	63	9.13	51.6	0.18
(i) Articulating comprehensive, coherent reform agenda	5	4	3	4	5	5	0.84	4.2	0.2
(ii) Securing LEA commitment	45	35	27	40	30	45	7.3	35.4	0.21
(iii) Translating LEA participation into statewide	15	15	10	12	10	13	2.12	12	0.18

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Resources

- Background Materials
  - Training Notebook
  - Notice of Final Priorities (NFP)
  - Notice Inviting Applications (NIA)

- Reviewer Scoring Tool
- Race to the Top Application
- FAQs

Panel Discussions

Panel Discussion – 3.5 hours

- Important to begin and end panel discussions as scheduled
- Discussions may vary in length between States
- Reviewers will have the opportunity to revise scores and comments immediately following the discussion

Panel Discussions (cont.)

- Come prepared with questions/issues for discussion
- Panel monitors will provide information on areas in which reviewers differed in preliminary scoring
- Goal of discussion is NOT to reach consensus but to provide an opportunity to discuss areas in which reviewers differ
- Be flexible

Panel Discussions (cont.)

- A panel monitor or other Department of Education staff must be present during discussions
- Use information provided in the application when discussing and justifying scores
- Do not discuss other State applications
- Evaluate each State individually against the criteria; reviewers should not compare applications

Panel Discussions (cont.)

- Panel monitors will guide you through the application in the order that information is presented in the application (Section, A, B, C, etc.).

- Some sections may be discussed in greater detail than others.

Finalizing Scores and Comments

Finalizing Scores and Comments

- After discussion, reviewers will work independently to revise scores and comments where they deem it to be appropriate.

- Make revisions to scores and comments only where you feel it is appropriate (again - the process is not meant to gain consensus).

- Computers and printers available in your discussion room.

- Panel monitors available.

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Finalizing Scores and Comments (cont.)

Make sure your comments:

- Match your scores.

- Evaluate the quality of the applicant's response and explain why you reached the conclusions you did. Do not simply summarize the response.

- Are professionally written (e.g. use complete sentences with proper grammar and spelling).

- Do not use the first person ("I think") or encourage applicants to do what you think they ought to ("the applicant should")

DON'T FORGET - press "SUBMIT" in the ARS when complete.

General Reminders - Scoring

- Make sure your scores and comments are consistent with what the criterion asks and what ED's reviewer guidance says.
  - Use the Scoring Tool as a reference.

- Do not compare the application with other applications.

- Your scores and comments should not reflect your personal views on the criteria or on the policies reflected in the criteria.

Reminder - Areas with Specific Scoring Guidance

- (B)(1), Developing and adopting common standards
- (B)(2), Developing and implementing common, high-quality assessments
- (C)(1), Fully implementing a statewide longitudinal data system
- (D)(1), Providing high-quality pathways for aspiring teachers and principals
- (E)(1), Intervening in the lowest-achieving schools and LEAs
- (F)(1), Making education funding a priority
- (F)(2), Ensuring successful conditions for high-performing charter schools and other innovative schools
- STEM Priority

Model Participating LEA Memorandum of Understanding (MOU)

Model Participating LEA Memorandum of Understanding

This Memorandum of Understanding ("MOU") is entered into by and between
_____ ("State") and _____ ("Participating
LEA"). The purpose of this agreement is to establish a framework of collaboration, as well as articulate
specific roles and responsibilities in support of the State in its implementation of an approved Race to the
Top grant project.

I. SCOPE OF WORK

Exhibit I, the Preliminary Scope of Work, indicates which portions of the State's proposed reform plans
("State Plan") the Participating LEA is agreeing to implement. (Note that, in order to participate, the LEA
must agree to implement all or significant portions of the State Plan.)

II.   PROJECT ADMINISTRATION
A. PARTICIPATING LEA RESPONSIBILITIES
In assisting the State in implementing the tasks and activities described in the State's Race to the Top
application, the Participating LEA subgrantee will:

1) Implement the LEA plan as identified in Exhibits I and II of this agreement;
2) Actively participate in all relevant convenings, communities of practice, or other practice-sharing events

(See application p. 68)

Exhibit I

A.   EXHIBIT I – PRELIMINARY SCOPE OF WORK

LEA hereby agrees to participate in implementing the State Plan in each of the areas identified below.

Elements of State Reform Plans	LEA Participation (Y/N)	Comments from LEA (optional)
B. Standards and Assessments		
(B)(3) Supporting the transition to enhanced standards and high-quality assessments		
C. Data Systems to Support Instruction		
(C)(3) Using data to improve instruction:		
(i) Use of local instructional improvement systems		
(ii) Professional development on use of data		
(iii) Availability and accessibility of data to researchers		
D. Great Teachers and Leaders		
(D)(2) Improving teacher and principal effectiveness based on performance:		
(i) Measure student growth		
(ii) Design and implement evaluation systems		
(iii) Conduct annual evaluations		
(iv)(a) Use evaluations to inform professional development		
(iv)(b) Use evaluations to inform compensation,		

(See application p. 71)

Exhibit II

K-12. *From Addendum 1, published December 11, 2009.*

The Model MOU refers to Exhibit II, which is a final scope of work. Should participating LEAs include these final scopes of work in the agreements they submit to States before States apply for Race to the Top grants?

No. States do not need to have their participating LEAs complete the final scope of work (*i.e., Exhibit II) until after a State is awarded a Race to the Top grant.*

(B)(1) Developing and adopting common standards *(40 pts)*

(ii) — *(20 points)*

(a) For Phase 1 applications...

(b) For Phase 2 applications, the State's adoption of a common set of K-12 standards (as defined in this notice) by August 2, 2010, or, at a minimum, by a later date in 2010 specified by the State in a high-quality plan toward which the State has made significant progress, and its commitment to implementing the standards thereafter in a well-planned way*.

*Phase 2 applicants addressing selection criterion (B)(1)(ii) may amend their June 1, 2010 application submission through August 2, 2010 by submitting evidence of adopting common standards after June 1, 2010.

(See application p. 26)

(B)(1)(ii) Reviewer Guidance
(In Appendix B)

Reviewer Guidance Specific to (B)(1)(ii) – **Adoption***:*
- **"High" points** *are earned for: Phase 2 applicants' adoption by August 2, 2010.*
  - **For Tier 1***: Reviewers may score in the "high" range based on a State's commitment to and progress toward adoption by August 2, 2010.*
  - **For Tier 2***: Reviewers may score in the "high" range based only on evidence of adoption.*
- **No "Medium" points** *are assigned for this criterion.*
- **"Low" points** *are earned for a high-quality plan to adopt by a specified date later in 2010.*
- **No points** *are earned for a plan that is not high-quality or for a plan to adopt later than 2010.*

(See application p. 82 and FAQ F-1b.)

TRF Submission Process

Race to the Top
Phase 2 — Tier 1 Technical Review Form (TRF) Submission Process

Key Terms
ARS = Application Review System; used to submit reviewers' scores and comments electronically
TRF = Technical Review Form; electronic form printed from ARS with reviewers' scores, comments and signature page
Competition Support Team = ED staff providing support to panel monitors and completing a 2nd level review of TRFs
Message Board = (Room 9225) Board to be used for leaving and retrieving messages during the review
BLUE Reviewer Drop Box = (Room 9208) Box where reviewers must pick up TRFs; files are labeled with reviewers' names
PURPLE Panel Monitor Drop Box = (Room 9208) Box where reviewers leave messages for panel monitors; files are labeled by State
2nd Level Review Box = (Room 9208) Box where reviewers drop off *signed* TRFs for 2nd Level Review

Reviewer Enters Scores and Comments in ARS

Reviewer Presses "Submit For ED Review"

"Submitted"

Panel Monitor has comments or questions and "re-opens" review in ARS

Panel monitor reviews

Panel Monitor prints and signs TRF

"Re-Opened"

Reviewers contact panel monitors with questions (if needed):
1) Message Board
2) **Panel Monitor Drop Box (PURLPE)**
3) Email

Panel Monitor writes comments on TRF and places in **Reviewer Drop Box (BLUE)**

Panel Monitor contacts reviewer:
1) Message Board and
2) Phone (mobile or room)

Panel Monitor contacts reviewer:
1) Message Board and
2) Phone (mobile or room)

Reviewer picks up TRF in **Reviewer Drop Box (BLUE)**

Reviewer picks up TRF in **Reviewer Drop Box (BLUE)**

Competition Support Team has comments or questions

Reviewer makes changes in ARS where appropriate

Reviewer Signs Final TRF and drops in **2nd Level Review Box**

When all reviews in ARS are in "Completed" Status, reviewer will check-out with Miko Group

Binders and any notes used during the review must be given to Miko at checkout.

"Completed"

Competition Support Team approves, signs and presses "Completed" in ARS

Competition Support Team Reviews

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TRF Submission Process (cont.)

Key Terms

- **ARS =** Application Review System; used to submit reviewers' scores and comments electronically
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- **Final Review Box =** (Room 9208) Box where reviewers drop off *signed* TRFs for 2nd Level Review

Reviewer Submits Scores and Comments

| Reviewer Enters Scores and Comments in ARS | → | Reviewer Presses "Submit For ED Review" | ———— "Submitted" |

The absolute priority cuts across the entire application and should not be addressed separately. It is assessed, after the proposal has been fully reviewed and evaluated, to ensure that the application has met the priority.

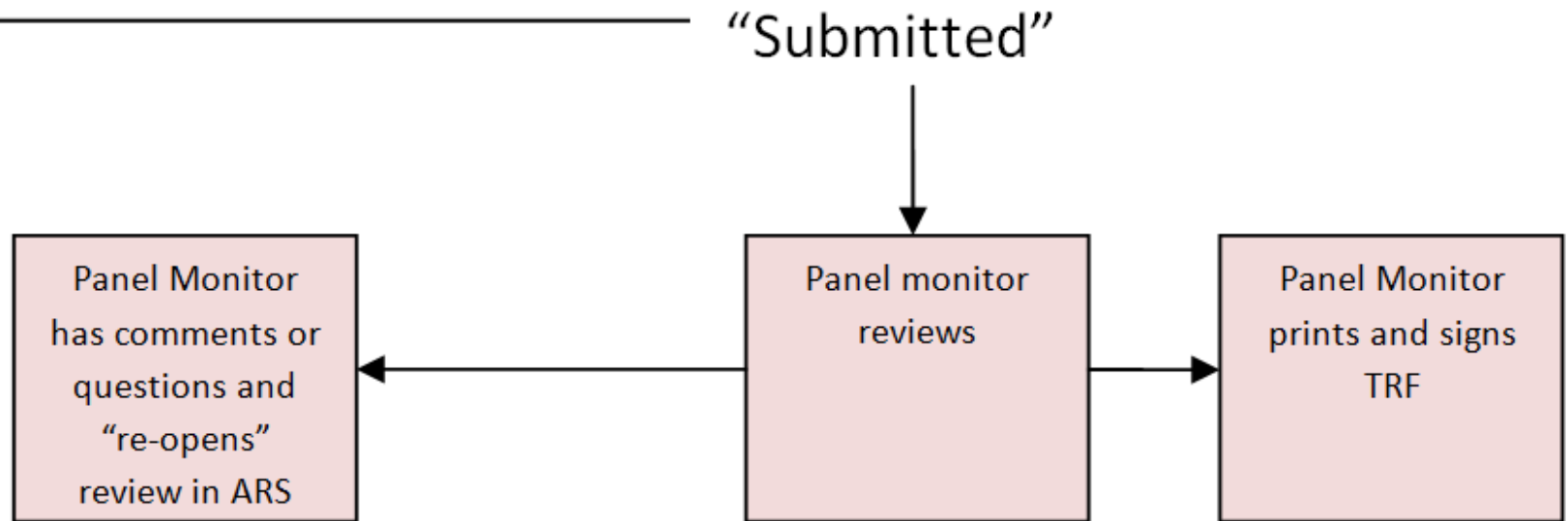A "checkmark" indicates the application meets this criteria.
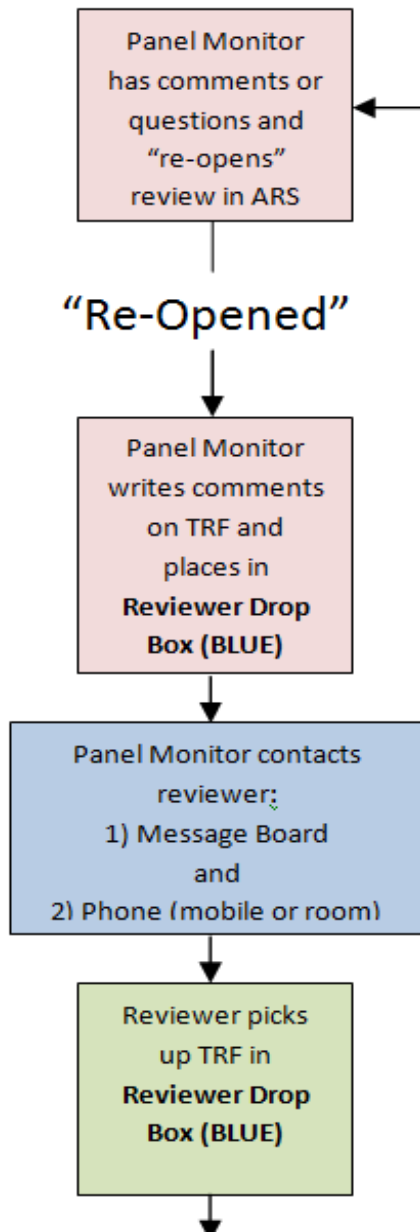
(Submit for ED Review) (Back)

Panel Monitor Reviews

"Submitted"

| Panel Monitor has comments or questions and "re-opens" review in ARS | Panel monitor reviews | Panel Monitor prints and signs TRF |

Panel Monitor has Comments and "Re-Opens

Panel Monitor has comments or questions and "re-opens" review in ARS

"Re-Opened"

Panel Monitor writes comments on TRF and places in **Reviewer Drop Box (BLUE)**

Panel Monitor contacts reviewer:
1) Message Board and
2) Phone (mobile or room)

Reviewer picks up TRF in **Reviewer Drop Box (BLUE)**

You will know a panel monitor has comments for you by:
1. "Re-Opened" in ARS
2. Phone
3. Message Board

Pick up comments in BLUE Reviewer Drop Box (Room 9208).

Responding to ED Feedback

Reviewer Presses "Submit For ED Review" ——— "Submitted"

Reviewers contact panel monitors with questions (if needed):
1) Message Board
2) **Panel Monitor Drop Box (PURPLE)**
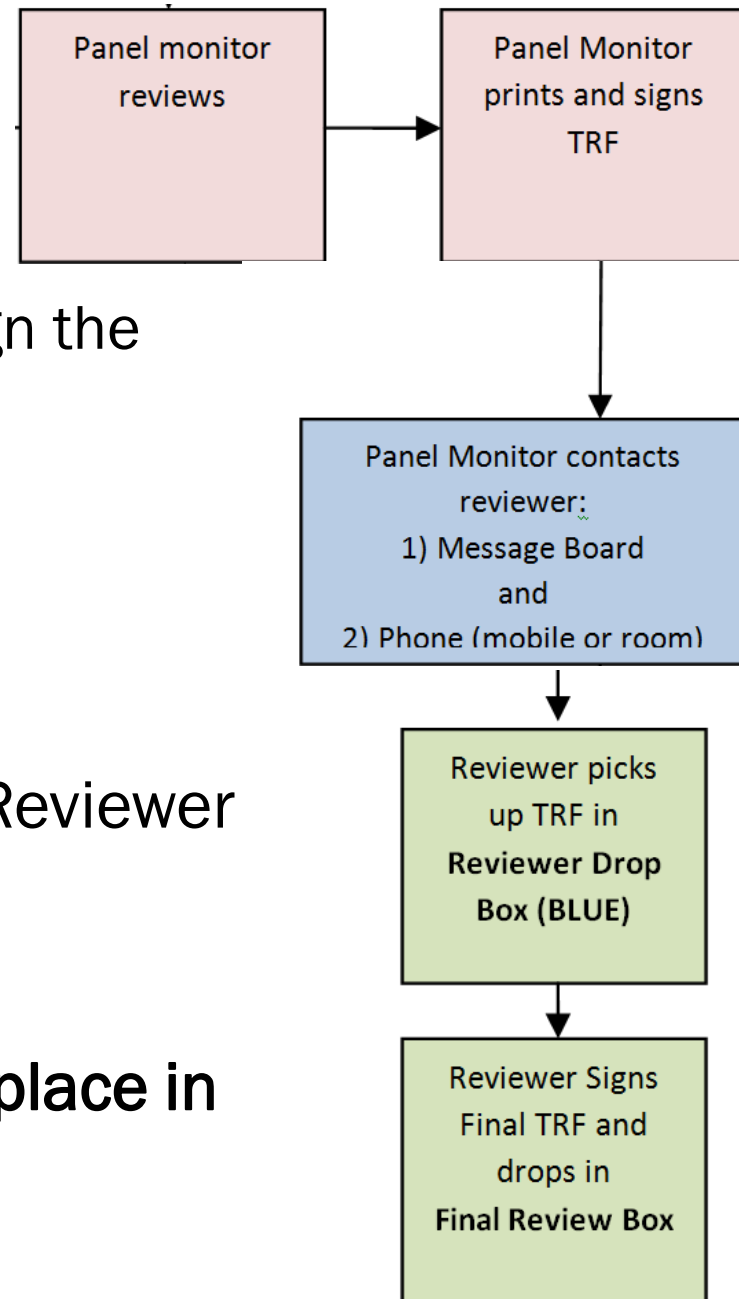3) Email

Reviewer makes changes in ARS where appropriate
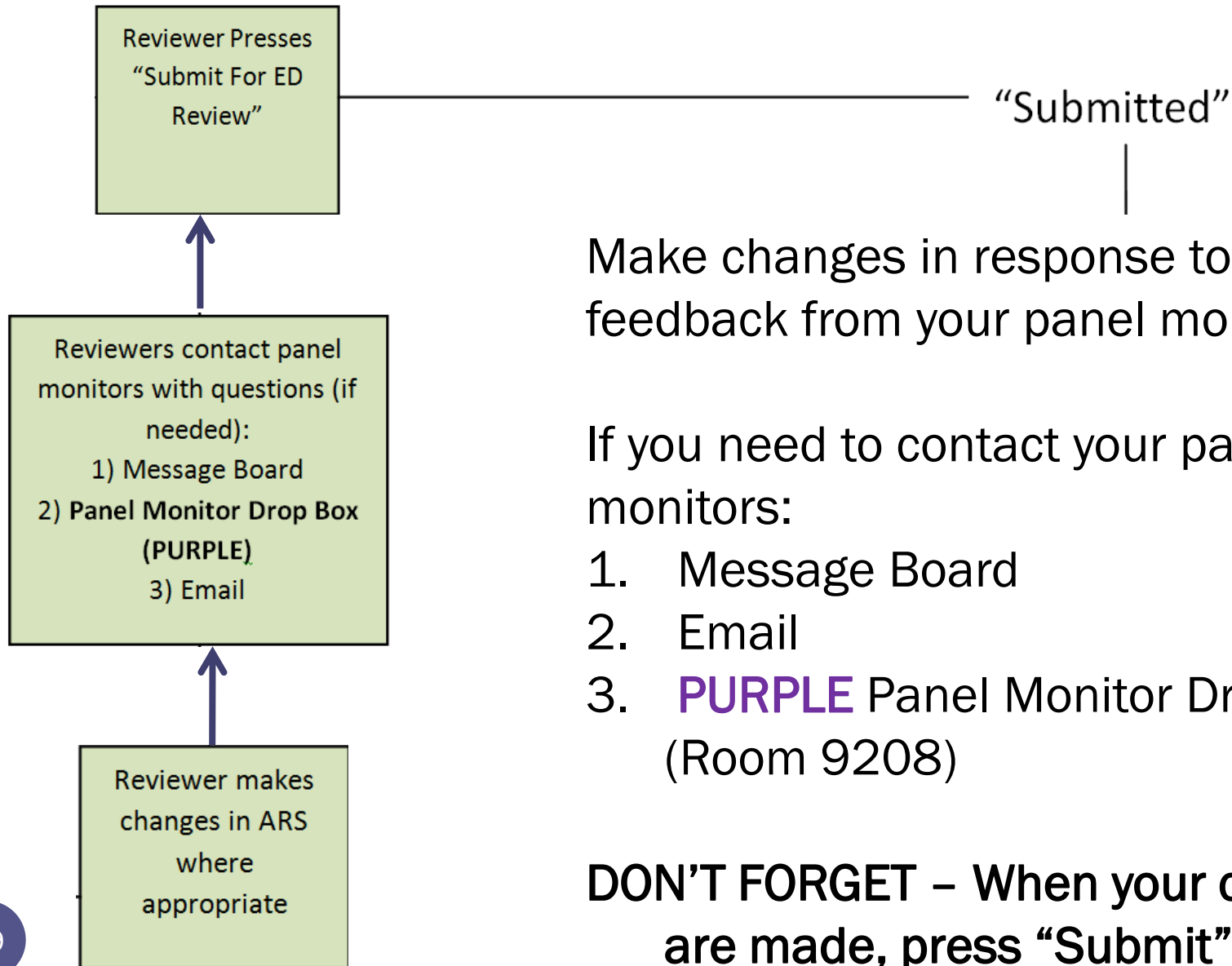
Make changes in response to the feedback from your panel monitors.

If you need to contact your panel monitors:
1. Message Board
2. Email
3. PURPLE Panel Monitor Drop Box (Room 9208)

DON'T FORGET – When your changes are made, press "Submit".

Finalizing your TRF
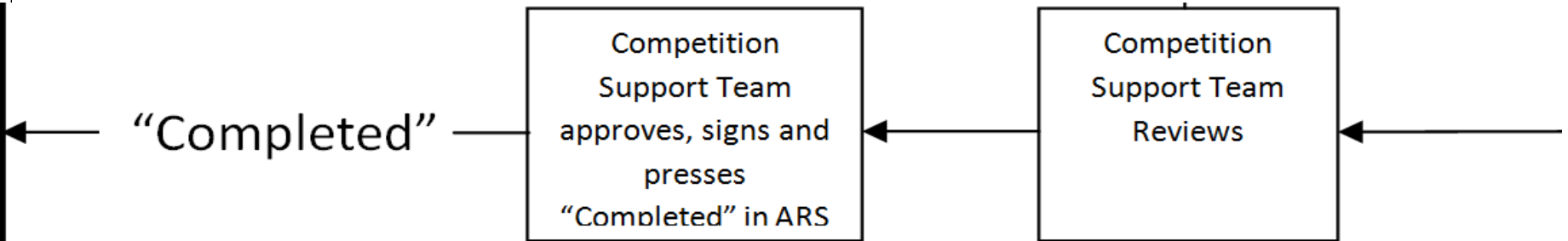
Panel Monitor will print and sign the TRF. Will contact you by:

1. Phone

2. Message Board

Pick up comments in BLUE Reviewer Drop Box (Room 9208)

You MUST sign the TRF and place in Final Review Box.

Panel monitor reviews

Panel Monitor prints and signs TRF

Panel Monitor contacts reviewer:
1) Message Board
and
2) Phone (mobile or room)

Reviewer picks up TRF in **Reviewer Drop Box (BLUE)**

Reviewer Signs Final TRF and drops in **Final Review Box**

"Completed" Reviews

All Reviews must be in "Completed" status prior to check-out.

Reviewer Check-Out (Thursday)

8:00am - 12:00pm

- Check the ARS for the Status of your TRFs

- When all TRFs are in "Completed" Status, you may check out with Miko

- Miko will collect ALL applications and any notes used during the review when you check out

NOTE: TRFs must be submitted for Final Review by 9:00am on Thursday morning.

Roles and Responsibilities

Roles and Responsibilities - Reviewers

- Be on time

- Participate in all scheduled discussions, and keep an open mind in listening to your fellow panelists

- Make revisions to scores and comments by the end of each working day

- Consider feedback from ED staff

- Have all TRFs signed (reviewer and panel monitor) and submitted to the "Final Review" Box by 9:00am on Thursday morning

Roles and Responsibilities - Panel Monitors

- **Facilitate Panel Discussions**
  - Monitor timing of discussion
  - Ensure that all reviewers have the opportunity to discuss areas throughout the application
  - Panel Monitors will not provide input on the content of an application

- **Review Scores and Comments**
  - Review and bring to reviewers' attention inconsistencies between scoring and comments or the need for clarification in spelling, grammar, or sentence structure

- **Review and Sign Technical Review Form**

- **Contact reviewers when TRFs are ready to be picked up**

Roles and Responsibilities - Competition Support Team

- Provide oversight for the timing and structure of competition.

- Respond to questions from Reviewers and Panel Monitors

- Assist Panel Monitors with panel discussions and review of TRFs, when needed.

- Provide final check and signature of TRFs.

Tier 2

August 9 – 12, 2010

Tier 2

Race to the Top program staff will contact you the last week in July to let you know if any of your States have been invited to participate in Tier 2 (State Presentations).

• Not all States will be invited to participate

Plan for travel:
- Arriving in DC in the evening of August 8
- Departing in the afternoon of August 12
- Travel scheduled through Miko

Contacts - Miko Group

Redacted

Contacts - Race to the Top Staff

Jessica Smith

█████████████████

Redacted

Jim Butler

█████████████████

Panel Monitors and other members of the Competition Support Team will be available onsite throughout the week.

Thank you for your service and good luck this week!

Race to the Top

Tier 1